

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 8:</b> Out-of-Home Services	<b>Effective Date:</b> June 1, 2008
	<b>Section 24:</b> Travel, Outings and Overnight Stays while in Out-of-Home Care	<b>Version:</b> 1

<b>POLICY [NEW]</b>	<b>OLD POLICY:</b>
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The Indiana Department of Child Services (DCS) will require notifications and/or approvals for travel and participation in overnight activities as follows:

#### **In-State Travel, Activities or Events**

For in-state activities or events that require overnight stays the resource family should notify the child's Family Case Manager (FCM) either by phone (i.e., voice mail messages are acceptable) or e-mail 24-hours in advance whenever possible or notify the FCM of the activity or event within seven (7) days of the child's participation.

#### **Out-of State Travel**

For any out-of-state travel the resource family must obtain verbal authorization from the FCM or supervisor. In the event of an emergency requiring a resource family to travel out-of-state and the DCS local office is closed, the resource family must call the Child Abuse and Neglect Hotline (1-800-800-5556) to obtain verbal authorization from the on call Supervisor. The resource family must notify the assigned FCM the next business day .

#### **Out-of- The Country Travel**

For all out-of-country travel, the resource family must obtain written authorization from the DCS Regional Manager, and a court order. Authorization must be requested at least one (1) month in advance.

#### **Code References**

N/A

### **PROCEDURE**

The FCM will :

1. Review this policy with the resource family to ensure that the resource family notifies the FCM and provide the following details if the child will be participating in any activity or event requiring overnight stays:
  - a. The child's name and date of birth;
  - b. The date, duration, and location of the travel;
  - c. The purpose of the travel (e.g., vacation, extended field trip, etc.);
  - d. The name of the adult(s) who will accompany the child;
  - e. Contact telephone and lodging information;

2. Requests verbal authorization for out-of-state-of-travel and written authorization for travel out-of-the country. All requests for authorization of travel must include the following information:
  - a. The child's name and date of birth;
  - b. The date, duration, and location of the travel;
  - c. The purpose of the travel (e.g., vacation, extended field trip, etc.);
  - d. The name of the adult(s) who will accompany the child;
  - e. Contact telephone and lodging information; and
  - f. Copies of any permission slips that must be signed.

**Note:** In the event that a resource family has more than one child in care, one written request may be submitted for all the children in that resource family's care who will be participating in the travel.

3. In the event of an emergency requiring an overnight stay when the DCS local office is closed, the resource family must call the Child Abuse and Neglect Hotline (1-800-800-5556) to request permission from the on-call Supervisor for the child to travel. The resource family must call the assigned FCM the following day to confirm where the child is located, and notify the FCM once the child has returned.

The FCM will:

1. Inform the child's parent/guardian/custodian of all overnight stays and travel requests;
2. Inform the Child and Family Team (CFT) of all overnight stays and travel requests. See separate policy, [5.7 Child and Family Team Meetings](#).
3. Submit a written request for any out-of-state travel to the Supervisor (overnight travel) or the DCS Local Office Director (travel 48 hours or more). The request may be made by e-mail.
4. Submit a written request for travel out of the country to the Regional Manager for approval, who will then forward his/her decision to the DCS Local Office Director. The request may be made by e-mail.
  - a. File the original request in the case file;
  - b. Notify the resource family if the request has been approved;
  - c. Notify the child's Court Appointed Special Advocate (CASA) or Guardian Ad Litem (GAL) of all approved travel plans;
5. Coordinate with the child's parent/guardian/custodian and resource family if visitation needs to be rearranged; and
6. Document all travel in ICWIS case notes.

<b>PRACTICE GUIDANCE</b>
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N/A

<b>FORMS AND TOOLS</b>
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N/A

<b>RELATED INFORMATION</b>
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**“Blanket” Travel Requests**

The DCS Local Office Director can approve “blanket” travel requests for frequent in-state travel. Such requests should be clearly detailed in writing and include the following:

1. Specific child/children to travel,
2. Adult(s) who will accompany the child, and
3. Travel location and reason for frequency of travel.